

DELTA SIGMA THETA SORORITY, INC.
A Service Sorority
Grand Chapter

Document AA

PROPOSED AMENDMENT TO THE Leesburg Alumnae Chapter POLICIES & PROCEDURES

Submit completed form to **Leesburg Alumnae Chapter @ Lacdst1977@gmail.com Attn: Policies & Procedures Chair**

Current Page	Article	Section	Number/Letter	Document must be typed written. To be completed by sponsoring member and Policies & Procedures Chair
22	IV	J	3avii	
Current Policies & Procedure Language (include the current text of the section or number exactly as it currently appears): New policy and procedures to replace 2023 J 3avii & J3aviii				
Proposed Amendment (write exactly as the proposed amendment text should appear, highlighting any additions, strikes, and substitutions): In the case of the death of a financial soror's Mother, Father, Spouse, Child, Sister, Brother or Guardian, the Committee Chair or her designee shall do the following: send a resolution from Leesburg Alumnae Chapter and a donation of \$100.00.				
Rationale (clearly explain the reasons for the proposed amendment and include any supporting data): Guidance for the death of a financial soror's immediate family member should be addressed clearly in our Policies and Procedures.				

List other policies affected by the proposed amendment. *(Review the policies and procedures to determine other policies and procedures that may require a revision because of this proposed amendment.)*

Document AA

Page	Article	Section	Number/Letter
22	IV	J	3a.vii
22	IV	J	3a.viii

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:

Sponsoring Member: Stephanie Ellis-Clark	Email: sellisstep@aol.com	Phone: 352-250-1791
Policies & Procedure Committee: Judith Ramsey, Chair	Date Received: January 15, 2024	Date Reviewed Feb. 10, 2024; Feb. 13, 2024; Feb. 20, 2024
Executive Board Review:	Date Reviewed: February 26, 2024	# of Votes / Pass or Fail: 8/Pass
Chapter Vote:	Date: April 13, 2024	# of Votes / Pass or Fail: 29/Pass

DELTA SIGMA THETA SORORITY, INC.
A Service Sorority
Grand Chapter

Document BB

PROPOSED AMENDMENT TO THE Leesburg Alumnae Chapter POLICIES & PROCEDURES

Submit completed form to **Leesburg Alumnae Chapter @ Lacdst1977@gmail.com Attn: Policies & Procedures Chair**

Current Page	Article	Section	Number/Letter	Document must be typed written. To be completed by sponsoring member and Policies & Procedures Chair
22	IV	J	3 aviii	
Current Policies & Procedure Language (include the current text of the section or number exactly as it currently appears): New policy and procedure for 2024.				
Proposed Amendment (write exactly as the proposed amendment text should appear, highlighting any additions, strikes, and substitutions): In the case of the death of a financial soror the committee chair shall do the following: send a floral arrangement and finance at least one meal for the family.				

Rationale (clearly explain the reasons for the proposed amendment and include any supporting data):

Guidance for courtesies upon the death of a financial soror should be included in our Policies and Procedures

List other policies affected by the proposed amendment. (Review the policies and procedures to determine other policies and procedures that may require a revision because of this proposed amendment.)

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:

Sponsoring Member: Stephanie Ellis-Clark	Email: sellisstep@aol.com	Phone: 352-250-1791
Policies & Procedure Committee: Judith Ramsey, Chair	Date Received: January 15, 2024	Date Reviewed Jan. 23, Feb. 3, 10, 13, Feb. 20, 2024
Executive Board Review:	Date Reviewed: February 26, 2024	# of Votes / Pass or Fail: 9 / Pass
Chapter Vote:	Date: April 13, 2024	# of Votes / Pass or Fail: 29 / Pass

**DELTA SIGMA THETA SORORITY, INC.
A Service Sorority
Grand Chapter**

PROPOSED AMENDMENT TO THE Leesburg Alumnae Chapter POLICIES & PROCEDURES

Submit completed form to Leesburg Alumnae Chapter @ Lacdst1977@gmail.com Attn: Policies & Procedures Chair

Current Page	Article	Section	Number/Letter	Document must be typed written. To be completed by sponsoring member and Policies & Procedures Chair
22	IV	J	3a.vii & 3aviii	
<p>Current Policies & Procedure Language (include the current text of the section or number exactly as it currently appears):</p> <p>vii. The committee shall purchase a “get-well” card for the following family members of financial sorors who are hospitalized: Mother, Father, Husband, Child, Sister, Brother, or Guardian;</p> <p>viii. The committee shall purchase a “get well” card for the following family members of financial sorors who are convalescing: Mother, Father, Husband, Child, Sister, Brother or Guardian</p>				
<p>Proposed Amendment (write exactly as the proposed amendment text should appear, highlighting any additions, strikes, and substitutions):</p> <p>Remove IV J 3a.vii AND Remove IV J3a.viii</p>				

Rationale (clearly explain the reasons for the proposed amendment and include any supporting data):

Membership Services (Hospitality and Courtesies subcommittee) does not have the capacity to purchase and send "get well" cards to the family members of financial sorors who are hospitalized and/or convalescing: Mother, Father, Husband, Child, Sister, Brother, or Guardian.
 This practice would be extremely difficult to accomplish given the diverse family dynamic of each and every financial soror.

List other policies affected by the proposed amendment. (Review the policies and procedures to determine other policies and procedures that may require a revision because of this proposed amendment.)

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:

Sponsoring Member: Stephanie Ellis-Clark	Email: sellisstep@aol.com	Phone: 352-250-1791
Policies & Procedure Committee: Judith Ramsey, Chair	Date Received: January 15, 2024	Date Reviewed Jan. 23, 2024; Feb. 10, 2024; 2/20/24
Executive Board Review:	Date Reviewed: February 26, 2024	# of Votes / Pass or Fail: 10 / Pass
Chapter Vote:	Date: April 13, 2024	# of Votes / Pass or Fail: 26 / Pass

DELTA SIGMA THETA SORORITY, INC.
A Service Sorority
Grand Chapter

Document DD

PROPOSED AMENDMENT TO THE Leesburg Alumnae Chapter POLICIES & PROCEDURES
Travel Policy for National Convention and Regional Conference Delegate(s)

Submit completed form to **Leesburg Alumnae Chapter @ Lacdst1977@gmail.com Attn: Policies & Procedures Chair**

Current Page	Article	Section	Number/Letter	Document must be typed written. To be completed by sponsoring member and Policies & Procedures Chair
29, 30 & 31	VIII	6	ABC 1(d)	
<p>Current Policies & Procedure Language (include the current text of the section or number exactly as it currently appears):</p> <p>Not included in current policies and procedures. As of this time, would be on pages 29, 30 & 31 in 4/13/24 approved Policies and Procedures.</p>				
<p>Proposed Amendment (write exactly as the proposed amendment text should appear, highlighting any additions, strikes, and substitutions):</p> <p>1. Transportation</p> <p style="padding-left: 20px;">d. Rental Car</p> <p style="padding-left: 40px;">a. Rental car expenses require receipts for reimbursement.</p> <p style="padding-left: 40px;">b. Reimbursement includes the cost of a full-size rental car, tolls and gas.</p> <p style="padding-left: 40px;">c. Maximum reimbursement for the total above is \$350.00</p> <p style="padding-left: 40px;">d. If two (2) or more delegates/representatives travel to the same event, one reimbursement is for one (1) full-size rental vehicle.</p>				

Rationale (clearly explain the reasons for the proposed amendment and include any supporting data):

Document DD

The Chapter needs to reimburse delegates/representative for travel if they use a rental.

List other policies affected by the proposed amendment. (Review the policies and procedures to determine other policies and procedures that may require a revision because of this proposed amendment.)

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:

Sponsoring Member: Sonja Sanders, Chair Budget & Finance	Email: sdgsanders@embarqmail.com	Phone: 352-348-3623
Policies & Procedure Committee: Judith Ramsey, Chair	Date Received: February 2, 2024	Date Reviewed Feb. 2, 10, 13, 20, 2024
Executive Board Review:	Date Reviewed: February 26, 2024	# of Votes / Pass or Fail: 9/Pass
Chapter Vote:	Date: April 13, 2024	# of Votes / Pass or Fail: 26/Pass

DELTA SIGMA THETA SORORITY, INC.
A Service Sorority
Grand Chapter

Document EE

PROPOSED AMENDMENT TO THE Leesburg Alumnae Chapter POLICIES & PROCEDURES
Travel Policy for National Convention and Regional Conference Delegate(s)

Submit completed form to **Leesburg Alumnae Chapter @ Lacdst1977@gmail.com Attn: Policies and Procedures Chair**

Current Page	Article	Section	Number/Letter	
<u>30</u>	VIII	6	A.2.a & b	Document must be typed written. To be completed by sponsoring member and Policies & Procedures Chair
Current Policy & Procedure Language (include the current text of the section or number exactly as it currently appears):				
2. Lodging <ul style="list-style-type: none"> a. Single Occupancy <ul style="list-style-type: none"> i. Half the room rate for hotel accommodations b. Double Occupancy <ul style="list-style-type: none"> i. Half the room rate for hotel accommodations 				
Proposed Amendment (write exactly as the proposed amendment text should appear, highlighting any additions, strikes, and substitutions):				
Notes: (1) If the chapter budget will accommodate the expenses, the voting delegate should not have to incur travel expenses to represent the Chapter at conventions or conferences. The alternate delegate role is needed, but is not required for conventions and conferences. However, to the extent possible the alternate delegate role should be included in budget preparations for conventions and conferences. The new amendment is NOT based on “occupancy,” rather on level of representation. Therefore, previous A2 and b are being deleted and replaced by the new A2 a & b.				
2. Lodging <ul style="list-style-type: none"> a. Voting delegate <ul style="list-style-type: none"> i. Full payment for all hotel accommodations b. Alternate delegate <ul style="list-style-type: none"> i. Half the room rate for hotel accommodations 				
ii				

Rationale (clearly explain the reasons for the proposed amendment and include any supporting data):

Document EE

The chapter budget should be developed to include the costs associated with this amendment. The voting delegate should not have to incur travel expenses to represent the Chapter at any national or regional meetings. The alternate delegate role should also be included in budget preparations as indicated in the proposed amendment.

List other policies affected by the proposed amendment. *(Review the policies and procedures to determine other policies and procedures that may require a revision because of this proposed amendment.)*

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:

Sponsoring Member: Cheryl Gibson w Judith Ramsey 2/19/24	Email:	Phone:
Policies & Procedure Committee: Judith Ramsey, Chair	Date Received: January 15, 2024	Date Reviewed: January 23, 2024 February 20, 2024
Executive Board Review:	Date Reviewed: February 26, 2024	# of Votes / Pass or Fail: 9/Pass
Chapter Vote:	Date: April 13, 2024	# of Votes / Pass or Fail: 26/Pass

DELTA SIGMA THETA SORORITY, INC.
A Service Sorority
Grand Chapter

Document FF

PROPOSED AMENDMENT TO THE Leesburg Alumnae Chapter POLICIES & PROCEDURES
Travel Policy for Representatives to Delta State Meetings, Delta Days at State and other State/Cluster/Leadership Meetings

Submit completed form to Leesburg Alumnae Chapter @ Lacdst1977@gmail.com Attn: Policies and Procedures Chair

Current Page	Article	Section	Number/Letter	
30	VIII	6	B.2.a &b	Document must be typed written. To be completed by sponsoring member and Policies & Procedures Chair
Current Policy & Procedure Language (include the current text of the section or number exactly as it currently appears):				
2. Lodging <ul style="list-style-type: none"> a. Single Occupancy <ul style="list-style-type: none"> i. Half the room rate for hotel accommodations b. Double Occupancy <ul style="list-style-type: none"> i. Half the room rate for hotel accommodations 				
Proposed Amendment (write exactly as the proposed amendment text should appear, highlighting any additions, strikes, and substitutions):				
Notes: (1) If the chapter budget will accommodate the expenses, the chapter representative should not have to incur travel expenses to represent the Chapter at Delta state meetings, i.e., cluster and leadership meetings. An “assistant to the representative” is helpful, but is not required for Delta state meetings, i.e., cluster and leadership meetings. However, to the extent possible the assisting representative role should be included in budget preparations for conventions and conferences. The new amendment is NOT based on “occupancy,” rather on level of representation.				
2. Lodging <ul style="list-style-type: none"> a. Chapter Representative <ul style="list-style-type: none"> i. Full payment for all hotel accommodations b. Assisting Representative <ul style="list-style-type: none"> i. Half the room rate for hotel accommodations 				

Rationale (clearly explain the reasons for the proposed amendment and include any supporting data):

The chapter budget should be developed to include the costs associated with this amendment. The chapter representative should not have to incur travel expenses to represent the Chapter at any state meetings. The assisting representative should, to the extent possible, also be included in budget preparations as indicated in the proposed amendment.

List other policies affected by the proposed amendment. *(Review the policies and procedures to determine other policies and procedures that may require a revision because of this proposed amendment.)*

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:

Sponsoring Member: Cheryl Gibson w Judith Ramsey 2/19/24	Email:	Phone:
Policies & Procedure Committee: Judith Ramsey, Chair	Date Received: January 15, 2024	Date Reviewed: January 23, 2024 February 19, 2024 February 20, 2024
Executive Board Review:	Date Reviewed: February 26, 2024	# of Votes / Pass or Fail: 9/Pass
Chapter Vote:	Date: April 13, 2024	# of Votes / Pass or Fail: 26/Pass

**DELTA SIGMA THETA SORORITY, INC.
A Service Sorority
Grand Chapter**

**PROPOSED AMENDMENT TO THE Leesburg Alumnae Chapter POLICIES & PROCEDURES
Travel Policy for Representatives to DDNC, DDUN and other National/Regional Meetings**

Submit completed form to **Leesburg Alumnae Chapter @ Lacdst1977@gmail.com Attn: Policies and Procedures Chair**

Current Page	Article	Section	Number/Letter	Document must be typed written. To be completed by sponsoring member and Policies & Procedures Chair
31	VIII	6	C.2. a & b	
<p>Current Policies & Procedure Language (include the current text of the section or number exactly as it currently appears):</p> <p>2. Lodging</p> <ul style="list-style-type: none"> a. Single Occupancy <ul style="list-style-type: none"> i. Half the room rate for hotel accommodations b. Double Occupancy <ul style="list-style-type: none"> i. Half the room rate for hotel accommodations 				
<p>Proposed Amendment (write exactly as the proposed amendment text should appear, highlighting any additions, strikes, and substitutions):</p> <p>Notes: (1) If the chapter budget will accommodate the expenses, the chapter representative should not have to incur travel expenses to represent the Chapter at DDNC, DDUN and other National/Regional meetings. An “assistant to the representative” role is needed, but is not required for DDNC, DDUN, and other national/regional meetings of this nature. However, to the extent possible the assistant to the representative role should be included in budget preparations for DDNC, DDUN, or any other national or regional meetings of this nature. The new amendment is NOT based on “occupancy,” rather on level of representation and payment for lodging.</p> <p>2. Lodging</p> <ul style="list-style-type: none"> a. Chapter Representative <ul style="list-style-type: none"> i. Full payment for all hotel accommodations b. Assisting Representative <ul style="list-style-type: none"> i. Half the room rate for hotel accommodations 				

Rationale (clearly explain the reasons for the proposed amendment and include any supporting data):

The chapter budget should be developed to include the costs associated with this amendment. The chapter representative should not have to incur travel expenses to represent the Chapter at DDNC, DDUN, or any other national or regional meetings of this nature. The assisting representative role should to the extent possible be included in budget preparations as indicated in the proposed amendment.

List other policies affected by the proposed amendment. *(Review the policies and procedures to determine other policies and procedures that may require a revision because of this proposed amendment.)*

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:

Sponsoring Member: Cheryl Gibson w Judith Ramsey 2/19/24	Email:	Phone:
Policies & Procedure Committee: Judith Ramsey, Chair	Date Received: January 15, 2024	Date Reviewed: January 23, 2024 February 19, 2024 February 20, 2024
Executive Board Review:	Date Reviewed: February 26, 2024	# of Votes / Pass or Fail: 10 / Pass
Chapter Vote:	Date: April 13, 2024	# of Votes / Pass or Fail: 26 / Pass

DELTA SIGMA THETA SORORITY, INC.
A Service Sorority
Grand Chapter

Document HH

PROPOSED AMENDMENT TO THE Leesburg Alumnae Chapter POLICIES & PROCEDURES

Submit completed form to **Leesburg Alumnae Chapter @ Lacdst1977@gmail.com Attn: Policies & Procedures Chair**

Current Page	Article	Section	Number/Letter	
32	VIII	8	B3	Document must be typed written. To be completed by sponsoring member and Policies & Procedures Chair
Current Policies & Procedure Language (include the current text of the section or number exactly as it currently appears):				
This is a new addition to our policies and procedures.				
Proposed Amendment (write exactly as the proposed amendment text should appear, highlighting any additions, strikes, and substitutions):				
A procedure for transferring ownership of the merchant accounts due to changes in chapter leadership (transition of officers) is hereby created and added to the chapter’s policies and procedures. The process for the Leesburg Alumnae Chapter is in accordance with the “Chapter Transfer of Ownership Policy” referenced in the Fiscal Officers Manual.				
Rationale (clearly explain the reasons for the proposed amendment and include any supporting data):				
The addition of the above proposed amendment was recommended in the March 2022 National Scholarship and Standards Approved Policies and Procedures Template.				

List other policies affected by the proposed amendment. *(Review the policies and procedures to determine other policies and procedures that may require a revision because of this proposed amendment.)*

Document HH

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:

Sponsoring Member: Sonja Sanders, Chair Budget&Finance	Email: sdgsanders@embarqmail.com	Phone: 352-348-3623
Policies & Procedure Committee: Chair, Judith Ramsey	Date Received: February 2, 2024	Date Reviewed February 10, 2024 February 20, 2024
Executive Board Review:	Date Reviewed: February 26, 2024	# of Votes / Pass or Fail: 10 / Pass
Chapter Vote:	Date: April 13, 2024	# of Votes / Pass or Fail: 25 / Pass

Document II

DELTA SIGMA THETA SORORITY, INC.
A Service Sorority
Grand Chapter

PROPOSED AMENDMENT TO THE Leesburg Alumnae Chapter POLICIES & PROCEDURES

Submit completed form to: LACDST1977@gmail.com, Attn: Chair of Policies and Procedures

Current Page	Article	Section	Number/Letter	Document must be typed written. To be completed by sponsoring member and Policies & Procedures Chair
39	XII.	2	C1	
Current Policies & Procedure Language (include the current text of the section or number exactly as it currently appears): 1. The chapter shall vote to proceed or not proceed with membership intake.				
Proposed Amendment (write exactly as the proposed amendment text should appear, highlighting any additions, strikes, and substitutions): 1. The chapter shall vote every September to proceed or not proceed with membership intake.				
Rationale (clearly explain the reasons for the proposed amendment and include any supporting data): At the last review of our policies and procedures, we were informed by Soror Sabrina Polote, Southern Region Member of the Scholarship & Standards Committee to “insert frequency” in the proposed amendment.				

Document II

List other policies affected by the proposed amendment. *(Review the policies and procedures to determine other policies and procedures that may require a revision because of this proposed amendment.)*

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:

Sponsoring Member: Judith Ramsey, Chair Policies & Procedures Committee	Email: jwramsey4566@gmail.com	Phone: 410-960-0277
Policies & Procedure Committee: Judith Ramsey, Chair	Date Received: December 7, 2023	Date Reviewed: December 12, 2023 January 23, 2024 February 20, 2024
Executive Board Review:	Date Reviewed: February 26, 2024	# of Votes / Pass or Fail: 10 / Pass
Chapter Vote:	Date: April 13, 2024	# of Votes / Pass or Fail: 29 / Pass